



The Climate Registry

## Just the Essentials: A Toolkit for Office-Based Carbon Reductions

Now that you have participated in The Climate Registry's "Carbon Management 101," you can start to build a carbon management plan. This toolkit directs you to essential resources to help get you organized, financed and trained as you begin to reduce your GHG emissions.

### Getting Organized:

#### [The Climate Registry's Five Step Action Plan for Reducing Your GHG Emissions](#)

Designed for Registry Members, this action plan outlines the first five steps to help you identify opportunities to be more efficient and effective.

#### [WRI's Working 9 to 5 on Climate Change: an Office Guide](#)

In this 2002 guide, the World Resources Institute outlines seven simple steps you can take to measure your office's CO<sub>2</sub> emissions, and then they give suggestions for reducing your emissions, regardless of your geographic location, your size, or the type of office space you inhabit. This guide is particularly helpful because it uses The World Resources Institute's own office space as a living example of how they reduced their emissions.

#### [EPA's Climate Change, What you Can Do: At the Office](#)

Whether it's through managing equipment, purchasing policies, employee commuting strategies, or looking at downstream emissions, the EPA has some surefire ways to help reduce your carbon footprint in the office.

#### [Chicago Green Office Challenge](#)

Sometimes the best place to start is with a little friendly competition! The Chicago Green Office Challenge helps participants achieve strategies that reduce energy use, waste, and water use, and provides an exciting way for businesses to make Chicago a greener place to live and work. If you don't live in Chicago, use The Challenge as inspiration to think of other ways to breed some healthy competition into your carbon management plan.

### Finding Financing:

#### [Database of State Incentives for Renewables & Efficiency \(DSIRE\)](#)

This is a searchable database of local, state, and federal utility incentives and policies that promote renewable energy and energy efficiency. Check out your sector or region, and know that you're searching the most comprehensive database of rebates and incentives in the country.

#### [National Association of Energy Service Companies \(NAESCO\)](#)

NAESCO offers a database of Energy Service Companies (ESCOs), businesses that develop, install, and arrange financing for projects designed to improve the energy efficiency and maintenance costs for facilities. Peruse this database if you are interested in alternative financing for your carbon management projects—when an ESCO undertakes a project, the company's compensation, and often the project's financing, are directly linked to the amount of energy that is actually saved.

### Training:

#### [Reporting to The Climate Registry, an Orientation for Staff](#)

Customize this PowerPoint presentation and give it to your organization to help you promote carbon management literacy among your team. Emissions reduction targets are rarely achieved without the input and participation of your entire staff; this resource will help you get people on board.